

**DEPARTMENT OF COMMERCE
NORTH CAROLINA RURAL ELECTRIFICATION AUTHORITY**

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Mac Ellis, Chief Records Officer
Department of Commerce



T. Scott Poole, Administrator
North Carolina Rural Electrification Authority



David Brook, Director
Division of Historical Resources

APPROVED



Jim Fain, Secretary
Department of Commerce



Lisbeth C. Evans, Secretary
Department of Cultural Resources

May 18, 2004

LDR

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Item 525. RURAL ELECTRIFICATION AUTHORITY (REA) CORRESPONDENCE FILE. Correspondence and other documents detailing agency management, policies, and program management. File includes state and federal agency correspondence, REA Board correspondence, public service electric corporations' correspondence, and general correspondence with boards and commissions.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 526. ELECTRIC MEMBERSHIP CORPORATIONS FILE. Records detailing the operations of both domestic and foreign electric membership corporations in North Carolina. File includes or concerns financial and statistical reports and loan packages: bylaws, debt limits, ten-year financial forecasts and rate schedules.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 527. TELEPHONE MEMBERSHIP CORPORATIONS FILE. Records detailing the operations of both domestic and foreign telephone membership corporations in North Carolina. File includes or concerns connecting companies documents and contracts, financial and statistical reports, and loan packages: bylaws and tariffs.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 4 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 4030. RURAL ELECTRIFICATION AUTHORITY (REA) MINUTES FILE. Official signed copies of the minutes of the Authority. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed. After completion of microfilming and all quality control procedures, paper records will be destroyed in the State Records Center. The original copy (silver-halide) of microfilm will be transferred to the custody of the Archives for permanent storage in the security vault. A duplicate copy of the microfilm may be purchased and retained by the agency permanently.

Item 13155. RURAL ELECTRIFICATION AUTHORITY (REA) BULLETINS FILE. Current federally published bulletins from the REA documenting policies and procedures that are applied at the state level.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

Item 47253. ELECTRIC AND TELEPHONE MEMBERSHIP CORPORATIONS FILE. Records detailing the start of both domestic and foreign electric and telephone membership corporations in North Carolina. File includes charters and incorporations, condemnation proceedings, service agreements, right-of-way easements, agreements for operations and maintenance, area coverage design records, and maps.

DISPOSITION INSTRUCTIONS: Retain in office permanently.